

COUNSELOR

GENERAL STATEMENT:

Provides educational, personal, and occupational information to students involved in academic and life decision-making area. Utilizes various counseling techniques including workshops and seminars for students.

REPORTS TO:

Director of Guidance Services

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Counseling, Psychology, or a related field including 18 graduate hours in counseling.

LICENSE OR CERTIFICATION:

LPC preferred.

EXPERIENCE:

Two (2) years experience in counseling preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist students in planning educational programs compatible with their needs, interests, and ability.
- Assist students who seek help on personal, social, occupational, and educational problems and make referrals when deemed advisable.
- Will be in charge of faculty advisement at registration.
- Assist students with course advisement and registration and approve students' class schedule, course changes, and program modifications.
- Advise students on policies relating to class attendance, academic loads, conduct, and scholastic standards.
- Administer interest tests and interpret results.
- Maintain accurate records on all students and record accurate information for student files.
- Advise students regarding TASP.
- Assist instructor with follow-up of students who have excessive absences or unsatisfactory grades.
- Serve on standing and special committees as assigned by the president.
- Teach freshman orientation classes.
- Assist with summer freshman orientation programs and all registrations during the year.
- Occasionally assist with recruitment of prospective students specified by the director of school relations.
- Serve as transfer articulation liaison between TVCC and transfer colleges.
- Attend assigned and/or selected workshops and conventions throughout the year.
- Alternate test administrator (TASP, GED, CLEP, COMPASS, ACT).
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some nights and weekend work required.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 07/10/02

JD153